

**BAPP BOARD OF DIRECTORS MEETING MINUTES  
MARCH 3, 2016 - 10:30 A.M. (C.S.T.)  
PARK PLACE CENTER, SIOUX FALLS, SD**

Sevening called the meeting to order at 10:36 a.m.

In attendance: Mark Bontreger, Nicole Bowen, Terri Brown, Amy Hartman, Linda Peitz, Diane Sevening, and Jill Viedt.

Barb Ohme participated via conference call, until 12:30 p.m.

Guest in attendance: Amy Iversen-Pollreisz, DSS Deputy Secretary.

Staff in attendance: Paula Koller and Tina Nelson.

Peitz moved and Hartman seconded a motion to approve the December 3, 2015 Board of Directors meeting minutes. Motion carried by a unanimous vote.

Sevening called for Public Input at 11:00 a.m. Hearing none, she proceeded with the agenda.

11:05 a.m. Bratkiewicz joined the meeting via conference call.

11:07 a.m. Sevening moved the Board into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

Sevening moved the Board out of Executive Session at 12:20 p.m.

Bratkiewicz received a letter from the Bureau of Finance and Management, reflecting the Department of Legislative Audit is performing an examination of statewide financial statements. Bratkiewicz was asked to provide an evaluation of potential gain and loss contingencies concerning legal matters in which he has been retained to represent the Department of Social Services. Bratkiewicz submitted a response letter, which was reviewed and ratified by the Board.

2016-1 Bratkiewicz will contact the Supervisor via email, in attempt to coordinate a tele-conference with himself, Sevening and Peitz. Subject to the telephone conversation, Hartman moved and Peitz seconded a motion, to close the preliminary investigation. Motion carried by a unanimous vote.

Bratkiewicz will correspond with the individual's Legal Counsel regarding the Appeal of Denial for testing. All correspondence and information will be reviewed and voted on at the June Board of Directors meeting.

Bratkiewicz reported no information was acquired from the criminal case check through the Unified Judicial System's website, regarding the voice message and anonymous complaint, received September 3, 2015. On March 1, 2016, E.P. presented himself at the administrative office, to express his concerns regarding the matter. No written complaint has been received. Therefore, no action can be taken.

Bontreger moved and Peitz seconded a motion requesting agenda materials be distributed, via email, prior to the Board of Directors meetings. The content will be disseminated in two PDF files, one containing general information and another comprised of ethical materials. Motion carried by a unanimous vote.

DSS moved to the performance management system ACES (Accountability and Competency Evaluation System), linked to pay-for-performance. Limited information / guidance was provided regarding the new system. Navigating somewhat blindly, Sevening and Nelson completed the annual performance evaluations.

Hartman moved and Bontreger seconded a motion to approve the budget and financial report. Motion carried by a unanimous vote.

The Board clarified that trainings related to gerontology, mental health, cultural competency, autism, and blood borne pathogens, meet the criteria for approval of continuing professional training.

Iversen-Pollreisz indicated John, at DSS, could answer questions regarding surplus furniture, vacuum-cleaner repairs, and also provide a listing of approved suppliers / vendors.

The Board concurred, when a decision is made by the Executive Committee (majority vote), and all members are not in favor of the finding, the matter must be reviewed and voted on by the full Board.

The Board approved implementing: 'Procedures for Anonymous Ethical Complaints' and 'Procedures for Ethical Complaints Regarding Individuals Not Credentialed by the BAPP'.

Iversen-Pollreisz clarified that individuals do not meet the criteria for a Lay Member if he/she provides treatment services, is credentialed through the BAPP, or considered a Professional associated with the Board. Peer Recovery Coach / Specialists are not considered Professionals in the field; therefore, meet the Lay Member criteria.

The BAPP received a nomination, for the open Lay Member position. The administrative office will send a Board and Commissions Application to the candidate.

Peitz moved and Brown seconded a motion to integrate the following language into the Retirement Status policy: In order to be eligible for Retirement Status, a professional must provide all continuing professional training hours for the current compliance cycle. Once retirement status is granted, moving forward, the practitioner shall pay half of the required renewal fee and complete half of the Continuing Professional Training hours, in order to maintain retirement status. Motion carried by a unanimous vote.

Viedt moved and Bowen seconded a motion authorizing the BAPP to destroy file content, with the exception of the first page of ACT / PST recognition applications and the first page of ACT, PST, LAC, CAC and CPS renewal applications. CAC / LAC / CPS application and testing information, upgrade applications, reciprocity materials, audit information, and renewal certificates / cards, will be retained for the life of the professional. Motion carried by a unanimous vote.

Sevening will manage the BAPP's Exhibit Table at the SDAAPP Conference, April 11-13, 2016, at Cedar Shore Resort, in Chamberlain, SD. Nelson will be attending the IC&RC Conference, April 11-15, 2016, in New Orleans, LA.

It's the Boards intent to adopt the updated NAADAC/NCC AP Code of Ethics, when complete, to replace the BAPP Code of Ethics.

Iversen-Pollreisz explained the "New Board Member Training" is undergoing revisions. The BAPP will receive a copy, upon completion.

Sevening announced the upcoming Board of Directors meeting will be moved to June 9, 2016.

Hartman moved and Bontreger seconded a motion to adjourn the meeting at 2:25 p.m. Motion carried by a unanimous vote.

Respectfully Submitted.  
Tina M. Nelson